



**BROADCASTING BOARD
OF GOVERNORS**
VOICE OF AMERICA

Agency: Broadcasting Board of Governors

Job Announcement Number: **DEU- 09-73**

Multimedia Production Specialist, GS-1071-11/12

SALARY RANGE: \$60,989 - \$95,026 USD per year

OPEN PERIOD: April 7, 2009 to April 21, 2009

SERIES & GRADE: GS-1071-11/12

POSITION INFORMATION: Full Time
Career Conditional

DUTY LOCATIONS: 1 position
Washington, DC

WHO MAY BE CONSIDERED: All Qualified Applicants

U.S. CITIZENS – PLUS WELL QUALIFIED CTAP AND ICTAP ELIGIBLES IN THE LOCAL COMMUTING AREA.

JOB SUMMARY: This position is located in the Regional Programs Branch of the English Division of the Voice of America (VOA) in Washington, DC responsible for a wide variety of functions related to radio, internet and video production for VOA English language programs and projects. Duties include production for web, radio and/or TV, working with editors, writers and producers and work as a multimedia production team member, acting in a professional manner and often under extreme deadline pressure.

THIS IS A BARGAINING UNIT POSITION.

INTRODUCTION TO THE AGENCY:

The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professionals staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main offices in Washington, D.C.

The Full Performance Level: GS-12

KEY REQUIREMENTS:

- Relocation Expenses will **NOT** be paid.
- Willingness to work night, weekends, and holidays is required.
- U.S. citizenship is required.

MAJOR DUTIES: Serves as producer for live and pre-recorded segments for web and TV programs produced by the English Division. Coordinates audio, video and web production applying expertise in a wide range of methods and techniques. Helps maintain Division audio, web and

television initiatives including coordinating program material for varying lengths, timing and storing in appropriate archiving medium. Screens original video and news feeds necessary to video edit finished product on Final Cut Pro or other similar editing system, performs pre-production tasks such as chyron/cut sheets, ordering graphics, cueing up tapes, quality checks in mixes, etc.

QUALIFICATIONS AND EVALUATION

QUALIFICATIONS REQUIRED:

Applicants must possess one year of specialized experience equivalent to the next lower grade level in the Federal service.

SPECIALIZED EXPERIENCE: Specialized Experience is defined as demonstrated experience in multimedia production of programs and program segments for web, radio and TV. Such experience must have clearly demonstrated knowledge of radio, web and video production techniques and ability to produce and video edit on Final Cut Pro high quality programs. Must be familiar with multimedia software systems as well as Internet development to produce state-of-the-art website content and Website editing. Knowledge of multimedia journalism in particular is required.

SCREEN OUT FACTOR FOR THIS POSITION IS: : Demonstrated knowledge of Windows-based Internet data and management systems Commonsport and Kickapps and Final Cut Pro video editing system; a working Knowledge of Dalet and/or DaletPlus is desired.

HOW YOU WILL BE EVALUATED: Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. Your application will be evaluated and rated under the Category Rating and Selection Procedures. Your resume and supporting documentation will be reviewed and compared to your responses on the occupational questionnaire or KSAs (as applicable) to determine if you meet the minimum qualifications for this position. If you meet the minimum qualifications for this job, your qualifications will be further reviewed by a Human Resources Specialist, a subject matter expert, or a panel of subject-matter experts to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the critical experience requirements listed in this vacancy announcement. You will then be placed in one of three rating categories:

- **Qualified Category** – Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement.
- **Well-Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and demonstrates proficiency in the critical competencies for this position.
- **Best Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and has successful experience in the same or similar job that has demonstrated “**outstanding**” proficiency in applying knowledge, skills and ability in the critical competencies for this position to work of increased levels of difficulty and complexity.

You should be aware that your ratings are subject to evaluation and verification. If a determination is made that you have rated yourself higher than is supported by your resume, you will be assigned a rating commensurate to your described experience. Providing false information may be grounds for not selecting you or termination after appointment.

DIRECTIONS FOR COMPLETING KSA STATEMENTS: Consider what in your education and experience background best reflects your possession of each knowledge, skills, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates to the position for which you are applying.

Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skills, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

KNOWLEDGE, SKILLS AND ABILITY FACTORS: Relative numerical values equate to a total of 30 points.

1. Thorough knowledge of Mac OS X, Macintosh MacBook Pro and G5 and familiarity with PC/Mac file transfer protocol-based systems and Cyberduck. Demonstrated knowledge and ability in the use of video editing system and associated applications such as: Motion, Livetype, DVD Studio Pro, iDVD, Soundtrack Pro, Squeeze, MPEG Streamclip, Compressor, AVID video editing system, beta tape video systems and television studio environments. **(10)**
2. Thorough knowledge of radio, web and video production techniques and ability to utilize those techniques to produce high quality and professional programs. **(6)**
3. Ability to use technology, including news feeds and the internet, to locate and research potential stories or retrieve news material for radio, web or television reports. **(6)**
4. Ability to organize detailed production elements for live news and feature broadcasts, by performing tasks such as timing, chyron use, ordering graphics, cueing tapes and performing quality checks during production. **(4)**
5. Strong communication skills, with demonstrated ability to communicate orally and in writing. **(4)**

The submission of statements addressing the Knowledge, Skills, and Abilities (KSAs) listed above is **highly encouraged** so as to assure that your relevant experience for the position for which you are applying is clearly articulated and geared towards each KSA element. KSA statements should be clear, concise examples of your experience that show the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

If you do not submit KSA statements, your relevant experience will be gleaned from the information affected in your application or resume **only** in order to evaluate your credentials against the KSAs. Please note however, that failure to submit KSA statements may result in lower scores being assigned during the evaluation process, in comparison with other candidates who submit targeted KSA statements.

VETERANS PREFERENCE: Application of Veterans' Preference: the Category Rating Method does not add veterans' preference points, but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who do not have a service-connected disability of 10 percent or more will be assigned to the appropriate quality category based upon the job-related assessment and will be listed ahead of non-preference eligibles within the appropriate quality category.

BENEFITS AND OTHER INFORMATION:

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees.
<http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of **the** following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a **Member Copy Number 4** of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

3. Information on Special Hiring Authority

Individuals who are eligible for consideration under a special hiring authority (e.g., 30% compensable veterans, severely handicapped individuals, former Peace Corps and VISTA Volunteers, etc.) will be accepted and considered non-competitively for this vacancy. Special hiring authority eligibles must indicate on their application if they are applying under a special program and must submit proof of eligibility with their application. Applicants who wish to be considered under an appropriate special hiring authority as well as under the competitive examining process must submit two complete applications. When only one application is received from a special hiring authority eligible, it will be considered under the appropriate special hiring authority only.

Eligibles applying for consideration of noncompetitive appointments under special appointing authorities must clearly make this request on their application and submit the required documentation.

4. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications

Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at: <http://www.opm.gov/qualifications>.

6. EEO Policy Statement: The Broadcasting Board of Governors does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

7. REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

HOW TO APPLY:

DO NOT ATTACH ANY ADDITIONAL FORMS, WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-delivery. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Instructions on submitting resume and supporting documents in hard copy via fax or by mail:

If you fax your documentation you must use a cover page. The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number **DEU-09-73**, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

Resume and, if applicable, any supporting documentation must be received in the Office of Human Resources by 5:00 p.m., on the closing date of the announcement.

You can mail or hand deliver your application materials to the address below:

International Broadcasting Bureau
330 Independence Avenue, SW
ATTN: Office of Human Resources
(Room 1543), Cohen Building
Washington, DC 20237
Attention: **DEU-09-73**

REQUIRED DOCUMENTS: Failure to submit all required documents would result in your application not being considered.

- **Resume**
- **Veterans preference documentation, if applicable.**

AGENCY CONTACT INFO:

Susan A. King

Phone: (202) 382-7500

Fax: (202) 382-7541 or (202) 382-7542

Internet: sking@bbg.gov

Or write to:

International Broadcasting Bureau
Office of Human Resources, (Room 1543)
ATTN: Susan A. King
330 Independence Avenue, SW
Washington, DC 20237
USA

WHAT TO EXPECT: After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):

JOB INFORMATION

Announcement number, and title and grade(s) of the job you are applying for.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
Social Security Number Country of Citizenship (Most Federal jobs require United States citizenship).
Veterans' preference Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status). Highest Federal civilian grade held (Also give job series and dates held).

EDUCATION

High School

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges or universities

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours).

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job you are applying for. (Do not send job descriptions).

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job-related training courses (title and year)

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (current only)

Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested).